

MEETING #19 – June 13

At a Regular Meeting of the Madison County Board of Supervisors on June 13, 2017 at 4:30 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT:

Present: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Robert Campbell, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Daniel J. Campbell, County Administrator
V. R. Shackelford, County Attorney
Mary Jane Costello, Asst. County Administrator/Finance Director
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members are present; a quorum was established.

Chairman Jackson suggested the following be added to today's Agenda:

8. Old Business

Item 8e: Malvern Speed

Item 8F: Madison Health Department

5. Committee/Organizations

Item 5b: Historical Society – Max Lacy

Supervisor Campbell moved that the agenda be approved as amended, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment.

The following citizen(s) provided comments:

- ✓ John Lain: Comments pertained to the closed session discussed the April 11, 2017 meeting session (i.e. *Closed Session 2.2-3711(A)(3) pertaining to discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body*) with no action being taken; advised that the "Sunshine Act" calls for any closed meeting explanations to contain language to help the public understand the reasons why 'the Board cannot discuss something in public', and to understand what (if any) action was undertaken on the part of the Board during the closed session; questioned if the Board routinely keeps up with the status of cases that are directly petitioned (against the County) from the public

Comments from the Board:

- *Chairman Jackson: Advised that the discussion focused on the County's intent to authorize the County Administrator to place a bid on the former building (located behind the Thrift Road Office) that housed the Department of Forestry; the County didn't win the bid and the building is now being moved off of County property*

The County Administrator advised that the case discussed during the former closed session wasn't for a legal matter, but pertained to a potential real estate acquisition; the County was notified by the Department of Forestry of the mechanism (e-gov.com) they were planning to utilize in order to auction their former building for sale.

The County Attorney also advised that the County is currently involved in two (2) pending legal matters. At this time, he has not briefed the Board on said matters, but if there is a need to do so, a closed session would be held to expressly state this intent. He further advised that the two (2) current legal matters are 'matters of public record', and are noted in the County Clerk's Office. He further advised that the County Administrator has been kept advised of the aforementioned legal matters, and if significant action and/or decisions are needed regarding the items of litigation, this information will be brought before the Board for discussion

and/or action. To date, no decision of this magnitude have yet been warranted for presentation to the Board for discussion and/or consideration.

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity.

3. Constitutional Officers

a. Brian Daniel, COR – Website GIS & Parcel Maintenance: Brian Daniel, Commissioner of the Revenue, was present to provide input on the proposed contract with Hurt & Proffitt for parcel maintenance on the County's GIS website, and County tax maps. The vendor has merged with two (2) larger surveying companies in the State. Updated contract prices are identical to those provided by previous vendors. Slight amendments to the language have been initiated to the agreement within the past six (6) months. In closing, he advised that the vendor has provided excellent customer service and interactions.

The County Attorney advised that the public is using the website for parcel identification much more than in the past year, and it appears this technique has become a very informative resource at this time.

Comments from Board:

- *Supervisor Hoffman: Questioned how frequent updates are initiated*
- *Supervisor McGhee: Advised that (in his opinion) the County's GIS does stay up-to-date*

The Commissioner advised that updates are initiated monthly, depending on the workload, and advised that the price did increase slightly (i.e. \$5.00 per hour).

The County Administrator encouraged the Board to approve today's agreement as presented; he also noted that some of the clauses related to identification and the 'no hire provision (by the County in the event that employees were to leave the vendor), and pricing is basically the same. He further advised that Anderson & Associates, Inc. (in Lynchburg, VA) does perform this type of work throughout the State of Virginia, and appear to have demonstrated a strong work performance history in dealing with parcel updates and GIS detail.

Supervisor Hoffman moved that the Board approve the agreement (Hurt & Proffitt [parcel maintenance & GIS updates]), as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

4. County Departments – None.

5. Committee/Organization

a. Bruce Bowman – SNP/Blue Ridge Committee: Bruce Bowman, SNP/Blue Ridge Committee member, was present to provide highlights of the recent Blue Ridge Committee meeting. Information provided focused on the following points:

- Jennifer Flynn, Superintendent is on board
- \$150,000 budget (to fund evasive management program)
- Parks fiscal year ends September/October 2017
- 8.3% increase in visitation to the park (i.e. 1,045,000 visitors)
- Increased fees (i.e. \$25.00 per car, \$10.00 per walk-in)
- 80% of fees received go back into park operations
- \$6,200,000 utilized towards visitor enhancement projects (i.e. new picnic tables, cutting brush, etc.)
- 'Free day' to be held on June 17, 2017 (Park Neighbor Day)
- National Park Service 'birthday' is August 25 (i.e. park will be 101 years old)
- Park is preparing to remove five (5) cabins (near Big Meadows) [i.e. MOU being developed to receive public comments to move historic buildings]
- Fifty-mile radius (of the park) will add \$9,026,000 to the parks' economy (i.e. 1,300 jobs [300 with the Delaware North Park Service])
- Delaware North Park Service contract is entering its 10th year of service
- Next meeting is scheduled for 10/5/17 – will host a visit to Rapidan Camp

Questions from the Board:

- *Supervisor Hoffman: Questioned why the cabins are being moved*

Mr. Bowman advised that (to the best of his knowledge) he believes the cabins are in bad shape; advised there has been discussion about providing handicap accessible lodging at the site in the future.

It was noted that some of the cabins are located in Page County.

b. Madison Historical Society - Max Lacy: Chairman Jackson advised that Mr. Max Lacy of the Madison Historical Society is present to provide concerns regarding the cottage located at the old Criglersville Elementary School.

Max Lacy, Madison Historical Society, advised that the Madison Historical Society is interested in obtaining the use of the old cottage on the property; no funds are being sought from the County. The historical society would like to use the old cottage as a 'manned' kiosk on occasion.

Comments from the Board:

- *Chairman Jackson: Asked what are the Madison Historical Society's plans (for the cottage)*

Mr. Lacy advised that the cottage will be the society's first priority; society would like to wrap aluminum siding over the windows as opposed to scraping and repainting the structure.

After discussion:

- *Chairman Jackson: Verbalized favor of 'wrapping aluminum siding' (as proposed by the Madison Historical Society); the property is now vacant; stone monument has been erected; several families do utilize the playground at the site and the ball fields; noted that the school structure is steadily deteriorating; feels that the proposal by the society will be an asset and will not impose any costs to the taxpayers*
- *Supervisor Campbell: Advised favor of the proposal by the Madison Historical Society (now and in the future); noted that the Criglersville Elementary School is a historical site that could be used to salvage some of the County's history (i.e. several citizens have agreed to remodel some of the classrooms [at their expense]*

Mr. Lacy also advised that the dedication of the Old Blue Ridge Marker will be scheduled for Saturday, June 24th.

The County Attorney advised that he is currently working on a permanent easement that would protect the monument. He also suggested that an agreement pertaining to the cottage should be done separately, and advised that the County Administrator has provided some measurements for access, etc. In closing, he advised that should the County enter into a 'lease', this action would require a public hearing (i.e. due to the involvement of public property).

After discussion, it was the consensus of the Board to allow the Madison Historical Society, the County Attorney and the County Administrator work up an agreement on behalf of all parties, and present the document to the Board for review/consideration within thirty (30) days.

6. Finance

The Finance Director advised that the County is only carrying liability coverage on the property at Criglersville (i.e. insurance carrier considers the property to be 'worthless' to the County).

The County Administrator advised that coverage on the old cottage could be re-established fairly easily.

Mr. Lacy advised that the society does carry some coverage, but most of the artifacts in their possession are irreplaceable. Most items housed at the Kemper Mansion are donated and are items only favorable to the County. In closing, he advised that only replicas will be housed in the old cottage.

- *Chairman Jackson informed the public of the museum located in the basement of the Kemper Mansion by the Madison Historical Society; citizens were encouraged to visit the center, which is a definite asset for the County*

a. Claims for May 2017:

\$90,833.41

\$ 3,569.45 (EFT)

\$17,227.77

\$111,630.63 Total

The Finance Director advised that:

- \$23,000 to FY2018 contract renewal for maintenance (radio equipment)
- \$19,000 for 4th year reimbursement for the Extension Office
- \$4,500 for TOT expenditures

Comments:

- *Supervisor McGhee: Questioned the expenditure for Victim-Witness*

The County Administrator advised that the aforementioned expenditure was funded with 100% grand funding

The Finance Director advised that there was leftover funding from a state grant

- *Supervisor Weakley: Questioned the expenditure for Brown Extermination Co., and whether these types of services are done contractually (on an annual basis) [County Administrator advised this hasn't been done recently]*

Supervisor Campbell moved that the Board approve June claims in the amount of \$111,630.63, as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Supplemental Appropriations:

a. DSS Foster Care & Adoption (FY2017 - #34_06132017 - \$115,742.00): The Finance Director advised that the supplemental appropriation for \$115,742.00 is a federal pass through of funds for the adoption subsidy program (CSA) from Federal Program 4-E. Adoption subsidy reflects the fact that someone is coming out of CSA and forward to adoption. In closing, she advised that the State has approved the pass through of funds.

Supervisor McGhee moved that the Board approve FY2017 Proposed Supplemental Appropriation #34_06132017 in the amount of \$115,742.00 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. School System: \$3,474.48 (FY2017 - #33_06132017 - \$3,474.48): The Finance Director advised that the supplemental appropriation request for the school system is being presented for informational purposes only; the request for these funds was presented (by Tina Cropp, School Finance Officer) on April 11, 2017; these funds were leftover and reverted into the County's general fund at the close of FY2016. The school system requested these funds be transferred into a separate textbook fund.

The County Administrator advised that the request was discussed at a previous meeting; today's documentation is presented for informational purposes only.

Comments:

- *Supervisor Campbell: Questioned if the aforementioned funds would be allocated into an instructional fund (to be used for salaries)*

The Finance Director explained that the aforementioned funds can only be utilized for the purchase of textbooks (as disbursed from the school's operating fund); funds will be electronically transferred by the Treasurer's Office.

7. Minutes:*a. #17 # #18*

Chairman Jackson called for corrections and/or approval of Minutes #17 and #18.

Supervisor Hoffman moved that the Board approve Minutes #17 and #18 as submitted: *Ayes: Jackson, Weakley, Campbell, Hoffman. Nays: (0). Abstain: McGhee.*

Comments:

- *Supervisor Weakley: Advised that minutes posted to the County's website only go to March 2017*

The County Administrator explained that the Webmaster has experienced some hardware problems which has precipitated in a delay with posting items.

8. New Business:

a. Revised MOU with MCPRA: The County Administrator advised that the revised MOU has been discussed (by the County) during several meeting sessions; a copy of the revised MOU has been provided to the Board for review that contains adjusted wording. Specific areas of interest focused on:

- Page 2: Focuses on the transfer of a parcel containing 18.98(+/-) for management and maintenance of the parcel by the MCPRA with a use defined as a 'golf/driving range' and perhaps a 'future golf course' (as discussed and approved in a special use permit)

- Item 1(c): Refers to the adjusted amount of acreage that the County shall be responsible for, and that (the County) lost the 18.98 acres (+/-)
- Item 2(a): Refers to the purpose of all of the changes to the MOU that incorporates the possibility of the 'golf/driving range' and a future 'golf course' under the control and maintenance of the MCPRA

In closing, the aforementioned notes are the major areas of change from the previous MOU that has been in place. Also, the three (3) exhibits have remained the same since the initiation of the previous edition of the joint MOU document.

Supervisor Campbell moved that the Board approve the Memorandum of Understanding (between the Madison County Board of Supervisor and the Madison County Parks & Recreation Authority) as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Lease Agreement w/Hunter Weaver: The County Administrator advised that the lease agreement (Hunter Weaver) is the same that has been previously discussed; the County Attorney has adjusted the parcels and acreage. The updated version of the lease, the 'cost per acre' was omitted as stating \$30.00 per acre. Mr. Weaver has agreed to pay \$45.00 per acre – the adjusted revenue will slightly increase to \$1,700.00, which is greater (than what was being paid for the larger acreage). In closing, he advised that the Board agreed to the additional fee previously and asked that the change be noted in the amended version of the lease agreement.

Supervisor McGhee moved that the Board approve the lease agreement w/Hunter Weaver with the modification in cost per acre (to \$45.00 per acre) as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

c. Six Year Road Improvement Plan (Most Recent Draft): Darryl Shifflett, VDOT, was present to provide input on the proposed SSYP for Madison County. A public hearing was held on May 23, 2017 on the proposed draft with the following projects:

- Twyman's Mill Road (Rt. 614)
- Booton's Lane (Rt. 697)
- Fletcher Road (Rt. 675)
- Forrest Drive (Rt. 671)

All the aforementioned roads are in the current SSYP.

VDOT was asked to revise the plan and add the following:

- Rt. 692 (River View Lane)
- Rt. 699 (Lester Utz Lane)
- Rt. 709 (Medley Mountain Drive)
- Rt. 606 (Novum Road)
- Rt. 623 (Mt. Pisgah Church Road)
- Rt. 706 (Turner Drive)

After the initial public hearing, VDOT was asked to provide traffic counts on:

- Desert Road (Rt. 606)
- Pea Ridge Road (Rt. 666)

*The aforementioned were added to the SSYP

The original SSYP had 6.53 miles of roadway; the revised SSYP now contains 6.9 miles of roadway. Based on aforementioned revisions, the SSYP is being presented to the Madison County Board of Supervisors for approval.

Questions:

- *Chairman Jackson: Questioned the outcome of the suggested traffic counts*

Mr. Shifflett advised of the following information:

- Whippoorwill Drive – 91 vehicles per day
- Desert Road – 161 vehicles per day
- Duet Road – 50 vehicles per day
- Pea Ridge Road – 130 vehicles per day

The proposed SSYP plan now includes the roads with the highest traffic counts; there is still enough standing balance on the last project to accommodate some of the necessary costs.

Comments:

- *Supervisor Weakley: Thanked VDOT representatives for going back to perform the requested traffic counts*

After discussion, Supervisor Weakley moved that the Board approve Resolution #2017-5 (Secondary Six Year Plan) as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

- *Supervisor Weakley: Asked if VDOT could research if trimming could be initiated (Rt. 29 Fairgrounds Road at the intersection approaching the high school) – signage (to denote traffic light ahead) is blocked by vegetation*

d. Black & Veatch Agreement & Regional Radio System: Robert Finks, Director of Emergency Communications, was present and advised that the proposal from Black & Veatch was discussed at a previous meeting regarding the proposed regional radio system for Madison, Greene, Louisa and Fluvanna; Louisa and Fluvanna will be moving forward; Greene County would like to partner with Madison to request a feasibility needs study. The County will be able to partner with the cooperative procurement contract for Fluvanna.

The County Administrator advised that the critical part of the agreement will involve the County piggybacking on Fluvanna's procurement with Black & Veatch, which will be necessary due to the regional nature of the proposed radio/communications system project. If the County approves moving forward with the analysis and feasibility study (at a cost of \$31,106.00 [known cost]) as a regional partner, there is \$35,000 encumbered in the County's CIP for architectural/engineering work at the Admin Building that can be used. In closing, he clarified that tonight's request will only involve agreement to fund an analysis and feasibility study. However, if the County delays, the future cost will increase substantially.

Comments:

- *Supervisor Hoffman: Feels the County doesn't have much of an option except to move forward; County is responsible for public safety*

The County Administrator advised that a basic letter of agreement will be initiated to denote the procurement process (by Greene County), their original contract, and the costs the County will need to incur along with a scope of work to be involved. The Board could elect to authorize the County Administrator to sign the above referenced documents once the process has been completed.

It was further noted that the required funding (as explained by the County Administrator) is in the current budget.

After discussion, it was the consensus of the Board that once a letter has been received, a funds transfer can be initiated to fund the study and analysis.

Comments:

- *Chairman Jackson: Verbalized concerns regarding the need to spend \$6,000,000 of taxpayer dollars on a radio system; also noted that a better system is needed by local law enforcement, although it will be very costly.*
- *Supervisor Campbell: Noted that funding (totaling \$35,000) is set aside for the Admin Building and nothing has been done to date; also noted that hunters are able to 'talk' without a costly radio system; referred to the fact that the County is tasked with providing public safety, although it can be very expensive*
- *Supervisor Weakley: Noted that a regional meeting was held recently; feels Madison is fortunate to 'have a seat at the table; feels the proposed study will provide information for the Board and citizens, and provide necessary information that will help bring about a sound decision; verbalized concerns that there some instances were an appropriate decision can be very advantageous in the future; encouraged the needed for a feasibility study; agrees with the concept and questioned if the County needs to secure funds at this time to be able to move forward during the current fiscal year*

The County Administrator explained that very little progress has been made on the proposal for the Admin Building during this budget year. Also advised that funding can't be carried over from one budget year to the next, unless funds are already 'contracted or encumbered'. If the encumbered funds are used, the proposed project can be documented/funded with monies already budgeted in this year. In closing, he advised that once the Board establishes a strategy for the Admin Building, a funding plan can be re-established at a later time.

Additional comments:

- *Chairman Jackson also explained (for the public) that any leftover funding at the end of each fiscal year is transferred into the County's fund balance, and 'doesn't just disappear'; also verbalized disfavor of anything that costs the County a lot of money (i.e. \$6,000,000); feels that spending \$31,106 is a viable option if it will help the County save in the long run*
- *Supervisor Hoffman: Noted that the cost will involve the entire system; advised that the County is behind (i.e. current system is nearing end of life)*
- *Supervisor Weakley: Feels the proposal will be a positive opportunity for the school system*

- *Supervisor Campbell: Referred to the cost for the last purchase of radios (i.e. 2008) and the concerns verbalized by the public; questioned if \$20,000,000 will be required in the future to purchase an additional system*

Mr. Finks suggested the Board talk with the departments that will be utilizing the proposed system (i.e. local law enforcement, EMS, fire/rescue, etc.), as the proposed system isn't for his use.

Erik Weaver, Sheriff, advised that the County can either 'pay now' or 'pay later.'

Supervisor Hoffman moved that the Board approve the moving of the necessary funds and authorize the County Administrator and County Attorney to develop a letter, and also allow the County Administrator to sign the letter, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

- *Supervisor Campbell: Advised that he wasn't opposed to the proposed purchase, but only wanted to provide discussion items for consideration*

e. Malvern Speed: Chairman Jackson advised that a guest (from Malvern Subdivision) attended a prior meeting and was adamant that people are speeding through Malvern; noted that the Sheriff had done some patrol in the subdivision and actually found the opposite (i.e. no speeding).

Supervisor Hoffman advised that Ordinance #2010-1 was adopted on March 9, 2010 that designated the highways in Malvern Subdivision to be patrolled by local law enforcement. In talking with the Sheriff, it appears that he doesn't have available staff to sit in the subdivision to provide speed control. In closing, she suggested the Board rescind the original Ordinance.

The County Attorney advised that a public hearing will be required in order for an Ordinance to be rescinded

Comments:

- *Supervisor Hoffman: Advised that no other subdivisions (in the County) have this in place; feels the request is unfair to local law enforcement; doesn't feel that the request for speed enforcement (in Malvern) is justified*
- *Supervisor Campbell: Advised that he was amazed the original ordinance was adopted*
- *Chairman Jackson: Noted that a public hearing will bring input from the citizens*

The County Attorney suggested the public hearing on this matter be scheduled with the session to discuss the lease with the Madison Historical Society.

The County Administrator advised that a schedule will be provided to the Board at the next meeting session for review/consideration.

f. Madison Health Department: The County Administrator advised that he has followed up with Whitney Wright, Environmental Health Manager in the VDH District; he indicated (by email) that VDH is aware of the work done at the property (owned by Mr. Payne), but there are still some minor issues that need to be addressed and signed off on as soon as possible, although no specific date has been provided. It was further noted that follow-up will be initiated within the next few days, and the applicant will have the appropriate permit to operate.

Questions:

- *Supervisor Weakley: Questioned if the aforementioned information has been relayed onto Mr. Payne (by VDH)*

The County Administrator advised that he anticipates that follow up will transpire within the next few days. It was further advised that:

- ✓ VDH has been on site
- ✓ VDH has documented findings on the new system
- ✓ VDH will be meeting with Mr. Payne, Tom Houston, OSC

In closing, he advised that he will check on the status of the issue tomorrow and provide an update.

- *Supervisor Campbell: Advised that he met with Susan Fortenberry; additional problems in place include that:*
- ✓ *Paperwork hasn't been completed by Mr. Payne (for VDH)*
- ✓ *Sign off by the engineer hasn't yet been initiated (i.e. Tom Houston isn't a certified engineer)*
- ✓ *The County's ordinance requires that all requests be signed off by the VDH*

- ✓ *The County requires things that aren't needed*
- ✓ *Suggested the County address the Ordinance*
- ✓ *Suggested the County eliminate the requirement for a SUP in a B1 zone for uses that are approved 'by right'*
- *Chairman Jackson: Advised that the Madison Health Department is separate from the County; noted that the County can encourage communication and make VDH representatives aware of concerns assessed by the County; suggested the County not become involved in issues pertaining to the VDH; questioned the process by which changes can be initiated to County Ordinances (i.e. involvement by the planning commission)*

The County Attorney advised that when the Board has an issue of concern, the process calls for the planning commission is to be asked to study the issue and provide a recommendation. He further advised that in order to amend the Zoning Ordinance [where many of the requirements (in question) are found], it would be necessary to attain a recommendation from the planning commission. He further stated that an action can be initiated by:

- ✓ A private citizen (by filing something)
- ✓ The Planning Commission; or the
- ✓ Madison County Board of Supervisors can direct the Planning Commission to study the matter and initiate an action
- *Supervisor Weakley: Advised that the County isn't holding up the case (for Mr. Payne); agreed that any changes start and stop with the County; suggested that public input be attained; verbalized the need for insight as to how these types of concerns are handled by other commissions throughout the State; referred to a recent meeting (between County personnel and VDH representatives) that involved discussion streamlined form (for the applicant) that provided necessary protocol*

The County Administrator advised that the form in question is a model form established by Fauquier County that could streamline the process and make it more easily understood by applicants. This model has worked well in Fauquier County, and a check-list has been provided to the County. The Building Official and Zoning Administrator have reviewed the check-list and submitted comments for review by representatives in Fauquier county. It's anticipated that future comments will be provided to the Board at a later meeting to discuss findings. It was further noted that the streamline process will not change anything in the County's ordinance, but may improve communications, and may place more responsibility on the property owner. (i.e. owner will need to certify responsibility for operations/actions that transpire on their property). In closing, he advised that follow up will be initiated on the process.

After discussion, it was questioned whether the Board would like to request the planning commission study today's concerns and provide recommendations and/or provide findings.

The County Attorney advised that the Chair of the planning commission can advise of the Board's request and final recommendation.

Supervisor Weakley moved that the Board request the Madison County Planning Commission to review the ordinance requirement for health department and highway department approval, seconded by Supervisor Hoffman.

Discussion:

- *Supervisor Campbell: Advised that the Board still has the option to accept or refuse recommendations from the commission*
- *Supervisor McGhee: Questioned if the recommendations will pertain to the Zoning Ordinance only*

The County Attorney advised that provisions are noted in the Zoning Ordinance, Subdivision Ordinance and probably in the Site Plan Ordinance. In closing, he advised that the provisions in question are fairly standard in these types of ordinances. In closing, he also advised that the County doesn't have its own health department or highway department and if any sort of analysis is needed on issues (pertaining to health or highway safety), the State is the only agency that provides agencies in these areas of concern.

The County Administrator took a moment to clarify that the letter contains a suggestion that the planning commission be asked to assess and identify areas that the State requires the VDH to approve.

Supervisor Weakley moved to amend his motion include the aforementioned recommendation (as stated by the County Administrator) to request that the planning commission assess and identify areas that the State requires the VDH to approve, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

9. Old Business:

a. Potential Refinancing VML/VACo Line of Credit: The County Administrator advised that contact was made with VML/VACo regarding the line of credit. Representatives have researched the outstanding commercial paper loan (totaling \$2,500,000.00). Repayment on the principle amount will begin in July 2017. He advised that the variable rate (agreed upon at the time of the loan) may be increasing. Recent claims show that a payment of \$3,208.67 was paid that included the letter of credit (i.e. fixed monthly expense). After the request was shopped around (by VML/VACo), a fixed rate has been provided (through 2018) of 2.32% for ten (10) years that the County can opt to enter into. This suggestion will take the volatility of the variable rate out of the equation and make the County's annual debt service more predictable from this point forward, and will allow the County to know the amount of annual cost associated with the loan. At this time, the variable rate is tied to the federal reserve rate. It was also advised that the County's current variable rate is slightly below 2.32%, but it is uncertain as to how long the current rate will remain in place. In closing, he advised that VML/VACo would be willing to perform an additional analysis, but the endeavor will call for the County to enter into a contract agreement (as provided) in order to access input from planners and financial advisors on this matter. The following proposed costs were noted:

- ✓ Cost to enter into an agreement will be \$5,000.00 (\$2,500.00 of the associated cost will be written off)
- ✓ Fixed cost to refinance will be \$27,500.00
- ✓ Spreadsheet provided shows principle amount of \$2,027,500.00
- ✓ Refinancing option will call for the County to owe VML/VACo \$2,500.00
- ✓ VML/VACo will do all the associated work
- ✓ County will have to incur soft costs of \$27,500.00
- ✓ County will refinance \$27,027,500.00 (plus interest and principle over a ten [10] year period)

In closing, he advised that he was unsure if the above referenced option will be more viable than the County's current repayment status.

The Finance Director advised that the last rate provided was about 2.1%; most financial advisors/analysts feel that the interest rates will steadily increase substantially; noted there will be some risk involved in this category

Comments:

- *Supervisor Campbell: Suggested the County refinance the loan amount and attain a fixed rate*
- *Supervisor Weakley: Concurred (with Supervisor Campbell) that the County refinance and attain a fixed rate; noted that financial; advised the public that today's discussion is about the County's line of credit that coincided with the funding borrowed for the school renovations projects*
- *Supervisor McGhee: Advised favor of having some predictability (on the interest rate)*
- *Chairman Jackson: Advised that the original line of credit was for \$2,500,000 (County only drew down \$2,000,000 of these funds)*

The County Administrator advised that the County Attorney will review the documents; a fee of \$2,500.00 will be required for the municipal advisory services for a year. Total cost will be about \$30,000.00 to move forward.

Discussion:

- *Chairman Jackson: Suggested the County Administrator sign the agreement and return to the Board with additional information on the topic*

The County Administrator suggested the County not commit to the advisory fee until a refinancing plan is provided to the County for review/advisement. In closing, he urged the Board to move forward with VML/VACo related to the refinancing of the commercial paper loan and municipal advisory services.

Supervisor Campbell moved that the Board move forward with VML/VACo related to the refinancing of the commercial paper loan and municipal advisory services, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Distribution of RSA Audit:

The County Administrator provided a copy of the audit to all members for review; he advised that Tim Clemons, RSA Manager, will be available to attend a future meeting to provide an overview should the Board desire. In closing, he advised that the report is very informative. RSA has also attained awards.

Chairman Jackson advised that the Board will need to enter into a closed session to discuss interview questions pertaining to the replacement of the County Administrator.

Supervisor Weakley moved that the Board amend today's Agenda to include the Closed Session pertaining to discussion, consideration or interviews of prospective candidates for the position of County Administrator, as Item 11a, seconded by Supervisor McGhee. Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

10. Public Comment

Chairman Jackson opened the floor for public comment:

The following comments were provided:

- Clarissa Berry: Advised that funds for the Victim-Witness Program were attained from state grand funding; funds will be used to renovate the basement of the Commonwealth Attorney's office to be utilized for interviewing children, and to provide specialized training for the forensics interview process; video equipment will also be used by her office and the Sheriff's Department
- Supervisor Campbell: Encouraged the citizens to be fully involved in the local government process
- Supervisor Hoffman: Advised that the Board does work together to get a lot done (despite citizen comments that the Board 'does nothing but talk')
- Bruce Brown: Advised that microphones aren't being fully utilized; unable to hear while sitting at the back of the auditorium
- Lewis Jenkins: Advised support of the communications study; advised that there are 'no coverage' areas in the County' advised that the existing equipment has reached the 'end of life'
- Chairman Jackson: Advised that about 95% of today's agenda items have been discussed during several meeting sessions; noted that the Board does spend quite a bit of time working to get things accomplished
- Supervisor Weakley: Advised that the Broadband Committee is waiting to hear back from CIT (Center of Information & Technology) regarding the survey data that was submitted; thanked citizens for taking the time to participate in the survey process; advised that a meeting will be scheduled in the near future; questioned the deadline for submitting financial disclosures (to the State) *[Clarissa Berry will research and report back]*
- Bob Chappell: Advised that the Madison County High School softball team won the State Softball Championship
- Supervisor McGhee: Advised that good progress is being made in getting someone to initiate improvements to the County's website

The County Administrator advised that an email was submitted to a State representative (regarding the financial disclosure form) – it was reported that the date will be February 2nd.

With no further public comments being brought forth, Chairman Jackson closed the public comment opportunity.

11. Information/Correspondence: None

It was reported that today's meeting will be continued (and not adjourned) until Thursday, June 15th at 9:30 a.m.

12. Closed Session: 2.2-3711(A)(1) Pertaining to Discussion, Consideration or Interviews of Prospective Candidates for County Administrator Position]

a. Closed Session: On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board convened in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to discussion, consideration or interviews of prospective candidates for County Administrator position, with the following vote recorded: *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Motion to Reconvene in Open Session:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board reconvened in open session, with the following vote recorded: *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

c. Motion to Certify Compliance:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7), only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

No action was taken as a result of closed session

13. Adjournment:

With no further action being required, on motion of Supervisor Campbell, seconded by Supervisor Hoffman, Chairman Jackson continued the meeting until Thursday, June 15th at 9:30 a.m. at Early Mountain Vineyards. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Adopted on: June 27, 2017

Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman, V. R. Shackelford, III,
Constitutional Officers



Agenda
Regular Meeting (#1)
Madison County Board of Supervisors
Tuesday, June 13, 2017 at 4:00 p.m.
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda
2. Public Comment
3. Constitutional Officers
 - a. *Brian Daniel, COR – Website GIS & Parcel Maintenance*
4. County Departments
5. Committee/Organizations
 - a. *Bruce Bowman – SNP/Blue Ridge Committee*
 - b. *Historical Society – Max Lacy*
6. Finance
 - a. *Claims for June 2017*
 - b. *Supplemental Appropriations*
 - i. *VPA*
 - ii. *Madison County Schools*
7. Minutes
 - a. *#17 & #18*
8. Old Business:
 - a. *Revised MOU w/MCPRA*
 - b. *Lease Agreement w/Hunter Weaver*
 - c. *Six Year Road Improvement Plan (Most Recent Draft)*
 - d. *Black & Veatch Agreement & Regional Radio System*
 - e. *Malvern Speed*
 - f. *Madison Health Department*
9. New Business:
 - a. *Potential Refinancing VML-VACo Line of Credit*
 - b. *Distribution of RSA Audit*
10. Public Comment
11. Information/Correspondence (if any)
12. Adjournment *(to Thursday, June 15th beginning at 9:30 a.m.)*

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT